

JOB ANNOUNCEMENT

Immigration Staff Attorney – Houston, TX

By providing holistic legal services and engaging in national public policy advocacy, the Tahirih Justice Center (Tahirih) works to promote access to justice in the United States for immigrant women and girls who are fleeing violence. Tahirih is a Bahá'í-inspired nonprofit organization that offers pro bono representation to women and girls seeking protection from such gender-based human rights abuses as domestic violence, sexual assault, human trafficking, female genital cutting, honor crimes, and forced marriage. Winner of the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 28 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

Position Summary: Tahirih is currently seeking to hire a bilingual Immigration Attorney for its Houston's office. This position has the overall responsibility of providing direct representation to clients, training and mentoring pro bono attorneys, and educating the community. An ideal candidate will have 3-5 years of legal experience in the area of immigration law. Additionally, s/he will be detail-oriented, self-motivated, responsible, empathetic, and have a high degree of multi-cultural competency.

Responsibilities include:

General

- Respond to service seekers and conduct intake interviews
- Provide legal representation in immigration matters before the DHS, Immigration Courts, and BIA
- Recruit, train and mentor pro bono attorneys
- Conduct trainings and outreach activities
- Attend coalition meetings and network with like-minded organizations
- Periodically write articles and training materials for publication, in consultation with the Houston Director
- Supervise one paralegal, legal externs, and occasional volunteers
- Support Tahirih's public policy advocacy by providing compelling case stories, reviewing potential amicus cases, contributing ideas for advocacy and handling media interviews

Fundraising

- Contribute to the development of grant proposals and reports
- Occasionally attend meetings with potential funders
- Provide client stories and articles for periodic Tahirih publications and newsletters
- Support periodic fundraising campaigns (e.g., attorney giving campaign, special events, etc.)
- Generally promote Tahirih and its work

The ideal candidate will have the following qualifications:

- Law degree
- At least 3-5 years of immigration law or relevant experience
- Experience working with female survivors of trauma and those from diverse cultural backgrounds
- Ability to think strategically as well as tactically
- Strong written and oral communication skills
- Ability to multitask and manage stress well in a fast-paced environment
- Extremely responsible, self-motivated, and focused
- Foreign language skills

Annual salary and benefits: Annual salary is \$45,000-\$51,000 depending on experience. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week vacation between Christmas and New Years), flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, flex-spending account, in-house training programs, professional development stipend, and staff enrichment retreats. A part-time schedule, no less than 75%, is possible.

Submissions: Please email (do not send a hard copy) a cover letter, resume, writing sample, and a list of 3 references to:

Tahirih Justice Center
St. Joseph Medical Center
1401 St. Joseph Parkway, GWS 2216
Houston, TX 77002
justice@tahirih.org

*Insert the following into the subject line of your email: “Application for Houston Immigration Staff Attorney”

Please note: Candidates applying must have work authorization in the U.S.

The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment.